



# DEVELOPMENT AGREEMENT / RE-ZONING APPLICATION EXPANDED PROCESS

1.

## Step 1: Application is Made—1st Planning Advisory Committee (PAC) Meeting

### *In Preparation for the Meeting:*

- Developer meets with Development Officer and CAO.
- Application is made.
- Payment of fee is made

### *At the Planning Advisory Committee Meeting:*

- Preliminary Concept presented to PAC.
- Developer may address PAC.
- PAC members and the Development Officer are expected to give feedback to the Developer.

2.

## Step 2: Initial Public Engagement—2nd PAC Meeting and Recommendation to Council

### *In Preparation for the Meeting:*

- Developer and the Development Officer discuss any changes arising from the 1st PAC meeting.
- Development Notice Sign is posted on subject property.
- Application details available on Town's Website.
- Advanced PAC agenda lists the development application.

### *At the Planning Advisory Committee Meeting:*

- Development Officer presents development concept with any revisions to PAC.
- Application details with any revisions arising from 2nd PAC meeting available on Town's Website.
- Developer may address PAC.
- The public are invited to comment on the development proposal.
- PAC members, Staff, and the Development Officer may give additional feedback to the Developer.
- Developer may commit to revise the development concept to address concerns raised at this meeting.

3.

## Step 3: Main Public Engagement—3rd Planning Advisory Committee (PAC) Meeting and Recommendation to Council

### *In Preparation for the Meeting:*

- Developer and the Development Officer discuss any changes arising from the 2nd PAC meeting.
- Application details with any revisions arising from 2nd PAC meeting available on Town's Website.
- Advertised PAC agenda lists the development application.
- Notice of application mailed out to all property owners within 150m of subject property.

### *At the Planning Advisory Committee Meeting:*

- Development concept, with any revisions, is presented to PAC.
- Development Officer presents report and recommendation including results of public survey.
- Developer may address PAC.
- The public are invited to comment on the development proposal.
- PAC members, Staff, and the Development Officer may give additional feedback to the Developer.
- Applicant may commit to revise the development concept to address concerns raised at this meeting.
- PAC makes recommendation to Council.

4.

## Step 4: Public Hearing and Decision by Council

### *In Preparation for the Public Hearing:*

- Developer finalizes the development proposal in consultation with the Development Officer.
- Council sets a hearing date.
- Application detail, with any revisions arising from 3rd PAC meeting, made available on Town's Website.
- Hearing notice published in local newspaper and social media.

### *At the Public hearing/Council Meeting:*

- Development Officer presents final report and recommendation to Council.
- Developer may present their proposal to Council.
- Public are invited to comment on the development proposal.
- Council makes decision.

### *Following the Public Hearing/Council Meeting*

- Approval notice published in local paper/or refusal notice sent to the Developer.
- Decision may be appealed to the Nova Scotia Utility and Review Board up to 14 days following notification.

5.

## Step 5: Main Public Engagement—3rd Planning Advisory Committee (PAC) Meeting and Recommendation to Council

### *In Preparation for the Meeting:*

- Once the appeal period has expired, or all appeals have been exhausted, the Development Agreement is signed.
- The Development Agreement gets registered at the Registry of Deeds as an encumbrance against the property.
- Building and Development Permits may be issued once the Development Agreement is registered.